

Monitoring Temporary SSNs Overview

Employees (e.g., Foreign Nationals) must submit an SS-5 Application for a Social Security card to the Social Security Administration if they do not have a Social Security Number (SSN). The “Employee Temporary Number Request” form must be completed and submitted to DHRM. A temporary number is then assigned until the permanent SSN is received.

A query was created to monitor temporary SSNs in Cardinal (V_HR_Monitor Temporary SSNs).

For further information on running reports and queries, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

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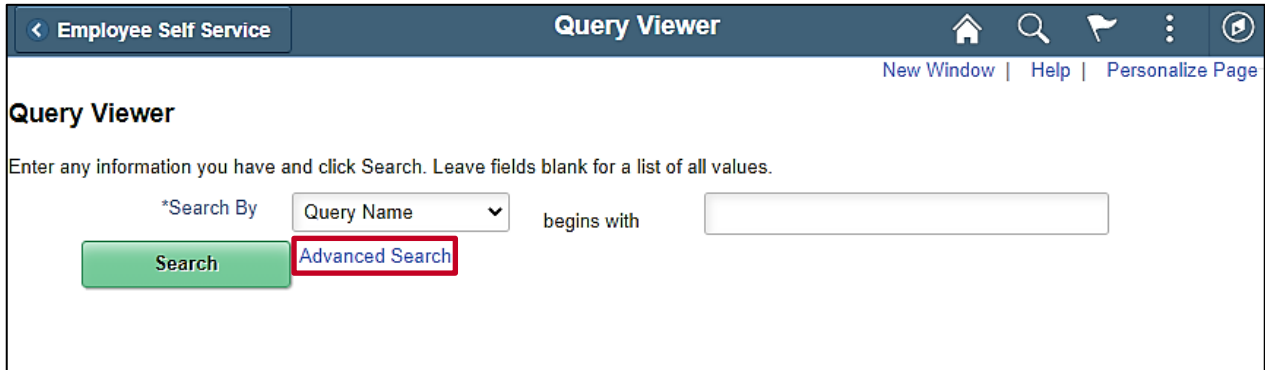
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Monitoring Temporary SSNs

1. Navigate to the **Query Viewer** page using the following path:

Navigator > Reporting Tools > Query > Query Viewer

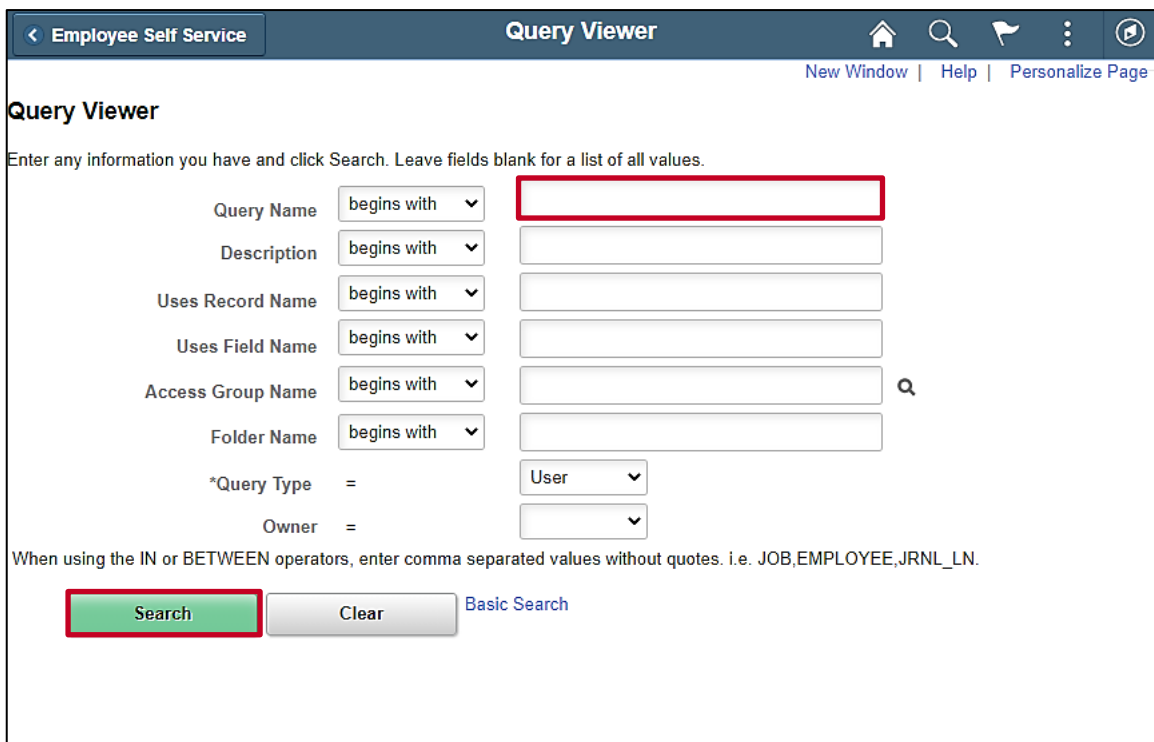
The **Query Viewer Search** page displays.



The screenshot shows the 'Query Viewer' page header with a navigation bar containing 'Employee Self Service' and 'Query Viewer'. Below the header, there are links for 'New Window', 'Help', and 'Personalize Page'. The main content area is titled 'Query Viewer' and contains the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this instruction, there is a search section with a '*Search By' dropdown menu set to 'Query Name', a 'begins with' text input field, a green 'Search' button, and a red-bordered 'Advanced Search' link.

2. Click the **Advanced Search** link.

The advanced search options display.



The screenshot shows the 'Query Viewer' page with the 'Advanced Search' options displayed. The search criteria section includes several dropdown menus for 'Query Name', 'Description', 'Uses Record Name', 'Uses Field Name', 'Access Group Name', and 'Folder Name', each with a 'begins with' text input field. Below these, there are fields for '*Query Type' and 'Owner', each with a dropdown menu. A red box highlights the 'Query Name' dropdown menu and its corresponding text input field. At the bottom, there is a green 'Search' button, a grey 'Clear' button, and a blue 'Basic Search' link. A note at the bottom states: 'When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.'

3. Enter **"V_HR_TEMP_SSN"** in the **Query Name** field.
4. Click the **Search** button.



Human Resources Job Aid HR351: Monitoring Temporary SSNs

The **Query Viewer** page refreshes and the search results are displayed.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name: begins with V_HR_TEMP_SSN

Description: begins with

Uses Record Name: begins with

Uses Field Name: begins with

Access Group Name: begins with

Folder Name: begins with

*Query Type = User

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Search Clear Basic Search

Search Results

*Folder View -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_HR_TEMP_SSN	Employees with Temp SSN	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- If this query is run frequently, click the **Favorite** link to add it to favorites (optional).
- Click the desired output for the Temporary SSN Query (e.g., HTML, Excel, or XML).

The Temporary SSN Query displays in the selected output.

V_HR_TEMP_SSN - Employees with Temp SSN

Business Unit: 13600

View Results

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1								
2								
3	13600	00900165700	0	Mouse, Minnie Minie M	725	1/1/1999	9/4/2020	907555555
4								

- Select the applicable Business Unit using the **Business Unit Look Up** icon.
- Click the **View Results** button.

The Temporary SSN Query displays in the requested format (e.g., if Excel is requested, the query opens in an Excel document as in the example below).

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1								
2								
3	13600	00900165700	0	Mouse, Minnie Minie M	725	1/1/1999	9/4/2020	907555555
4								

Note: Contact DHRM to update an employee who displays on this list but now has a permanent SSN.